

Lynne L. Mazeika
Clerk Of Common Pleas Court
Lake County Courthouse West Annex, 25 North Park Place, PO Box 490
Painesville OH 44077
440-350-2657

In The Court Of Common Pleas
General Division
Lake County, Ohio

Caption: _____ Case No. _____
vs. _____

Instruction For Service
(General)

To The Clerk:

You are hereby instructed to serve the following parties by

_____ Regular Mail
_____ Certified Mail
_____ Sheriff Of _____ County () Residence () Personal
_____ Process Server

With the following paper

_____ Regular Summons (28 Days)
_____ Amended Complaint Summons
_____ Answer and Counterclaim or Third Party Summons
_____ Other: _____
_____ With Journal Entry
_____ Without Journal Entry

Name of pleadings: _____

Name and Address

Party _____
Party _____
Party _____
Party _____

Prepared By: _____

Address: _____

Telephone _____